



**AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH
DISABILITIES**

*Plan update for the period 10-01-01 through 9-30-02. Report for
the period 10-1-00, through 9-30-01.*

U.S. Department of Commerce (DOC) (excluding Patent and Trademark)
AGENCY _____

14th Street and Constitution Ave. NW, Washington, D.C. 20230
AGENCY ADDRESS

NUMBER OF EMPLOYEES COVERED BY THIS PLAN 34,771 (Permanent +
Temporary)

Brenda Brittain (202) 482-5691
NAME OF PERSON PREPARING THIS REPORT **TELEPHONE NUMBER**

SIGNATURE OF RESPONSIBLE OFFICIAL **DATE**

Suzan J. Aramaki, Director, Office of Civil Rights
NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD **DATE**

Donald L. Evans, Secretary of Commerce
**NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES")**

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PART 1: PROGRAM PLAN UPDATE
FOR THE PERIOD 10-01-01 THROUGH 9-30-02
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PERSONS
WITH TARGETED DISABILITIES (TD)

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, as objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30, 2001.

ANTICIPATED CHANGES IN Work force FROM OCTOBER 1, 2001, TO SEPTEMBER 30, 2002 # Change +/- % Change +/-		
Losses (total work force)	-2800	-9.74
Losses (with disability reported)	-200	-11.5
Losses (targeted disabilities)	-30	-10.1
Accessions (total work force)	3200	11.1
Accessions (with disability reported)	253	14.6
Accessions (targeted disabilities)	40	13.5

	Work Force As of 10/1/01		Anticipated Changes In Work Force 10/1/01 - 09/30/02		Anticipated Work Force As of 09/30/02	
	#	%	#	%	#	%
Total Work Force	28758	100.00	+400	1.39	29158	100.00
Disability Reported	1731	6.02	+53	3.06	1784	6.12
Targeted Disabilities	296	1.03	+10	3.38	306	1.05

NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/01 TO 9/30/02

A. Total number of accessions of persons with TD	<u>40</u>
B. Percent of accessions of persons with TD	<u>1.25</u>
C. Total number of persons with TD on board as of 9/30/02	<u>306</u>

D. Percent of work force with TD as of 9/30/02

1.05

PLAN FOR SPECIAL RECRUITMENT PROGRAM

Agencies are to establish and maintain special recruitment programs for individuals with specific severe disabilities. The purpose is to obtain applications from qualified individuals with disabilities.

List recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

RECRUITING STRATEGY

TARGET DATE

OFFICE OF THE SECRETARY (OS)

Continue to send vacancy announcements to vocational rehabilitation centers, colleges, and universities with a high enrollment of students with disabilities.	Ongoing
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Continue to post vacancy announcements on the Internet so that they can be accessed using the Office of Personnel Management's (OPM's) USAJobs Web site.	Ongoing
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Include extensive information about disability issues in employment, accommodation, and other accessibility issues on the Office of Civil Rights Web site.	Ongoing
--	---------

Continue to offer programs and workshops designed to educate managers and employees on workplace disability issues, including reasonable accommodation.	Ongoing
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NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

Send vacancy announcements to vocational rehabilitation centers, colleges, and universities with a high enrollment of students with disabilities.	Ongoing
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PLAN FOR SPECIAL RECRUITMENT PROGRAM

RECRUITING STRATEGY

TARGET DATE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

Continue to promote participation in the Work Force Recruitment Program. Ongoing

Continue to network with State Vocational Rehabilitation Services in an effort to recruit candidates. Ongoing

Continue to support and seek to expand use of the High School High Tech Program. Ongoing

Participate in career fairs and conferences for the employment of people with disabilities. Ongoing

Strengthen ties with various universities and organizations such as Gallaudet University, National Council on Disability, and Disabled American Veterans. Ongoing

Office of Oceanic and Atmospheric Research (OAR) will:

Distribute the Denver Noticiero, and the Nuestro Talento (Talent Bank), a listing of federal job vacancies to disabled individuals and organizations on a biweekly basis. Ongoing

National Marine Fisheries Service (NMFS) will:

Continue to maintain contacts with Disabled Placement Services and non-profit organizations. Ongoing

BUREAU OF THE CENSUS (Census)

Strongly encourage managers to use the applicant supply file for qualified persons with disabilities. Maintain a separate tracking report of applicants who are eligible for Schedule A appointments and route qualified applicants to offices that are hiring. Work closely with private organizations to refer disabled candidates to the Bureau. Ongoing

Conduct training sessions for human resources specialists to ensure they are informed about current information and aware of the appointing authorities for hiring disabled people. Annually

RECRUITING STRATEGY**TARGET DATE****Census Content.**

Provide guidance and assistance on reasonable accommodation to facilitate a smooth transition of newly hired employees with disabilities into the work force. Research availability of equipment and source of payment.	Ongoing
Conduct a training on the electronic hiring system for managers with hiring authority and Bureau recruiters so they can better inform disabled persons on how to apply for the Bureau's primary occupations.	Ongoing
Attend conferences and seminars that provide information on accommodating persons with disabilities.	Periodically
Participate in the Work Force Recruitment Program for College Students with Disabilities (WRP) by recruiting at colleges and universities under the WRP.	Ongoing
Identify and contact disabled student groups at colleges and universities in order to establish relationships between these groups and the Bureau. Encourage members of these organizations to attend information sessions and visit the Bureau's table at fairs, as well as learn directly from them what the Bureau could do to attract and hire them.	Ongoing
Improve and expand recruitment relationships with colleges and universities with large numbers of people with disabilities by notifying the colleges of available positions and how to apply for these positions.	Ongoing
Increase the participation of disabled college students in the Student Temporary Employment Program (STEP) and Student Career Employment Program (SCEP).	Ongoing
Work with university career services personnel to promote opportunities for disabled students.	Ongoing

National Processing Center (NPC):

Encourage managers to work with the Human Resources Branch (HRB), Equal Employment Opportunity (EEO) Office, and the State Special Social Services Agency. Maintain a separate file of applicants and tracking report of applicants eligible for Schedule A appointments. Route qualified applicants to offices that are hiring. Work closely with private organizations to refer candidates to the Bureau. Ongoing

Conduct a portion of the Basic Supervision training to new supervisors to explain advantages of hiring disabled individuals. This segment stresses the noncompetitive nature of the appointment and shortened time span for affecting the action. Also, this segment stresses supervisory responsibilities in the affirmative employment process. Ongoing

Provide mandatory EEO training for current supervisors, which includes disability awareness and sensitivity training along with discussion relating to what is currently available at the NPC to disabled individuals. The NPC EEO Office provides guidance and assistance to employees, supervisors, and managers on reasonable accommodation. Ongoing

Provide hearing-impaired employees and applicants with an additional sign language interpreter who is an EEO specialist. This assistance supplements, but does not replace, the ongoing sign language interpreting services provided by outside vendors for formal meetings when necessary. Ongoing

Tucson Telephone Center (TTC):

Maintain a relationship with LINKAGES, a local community group whose mission is to create employment opportunities for disabled employees. Ongoing

Maintain a relationship with the Health Services Industry Group (HSIG). The HSIG is a group of private industry and government agencies who meet and network with one another to discuss methods of specialized recruitment for disabled individuals and current accommodation strategies and methods for disabled individuals. Ongoing

FACILITY ACCESSIBILITY

- A. LIST ANY UNMET OBJECTIVES FOR BARRIER REMOVAL THAT WERE ESTABLISHED IN PREVIOUS SUBMISSIONS BUT HAVE NOT BEEN ACCOMPLISHED. REMOVAL STRATEGIES ARE TO BE REVISED SO THAT THESE OBJECTIVES CAN BE ACCOMPLISHED PRIOR TO THE END OF THE FISCAL YEAR COVERED BY THIS PLAN.

OBJECTIVE	TARGET DATE
<p><u>Office of the Secretary</u></p> <p>Increase the number of disabled access ramps at the Herbert C. Hoover Building (HCHB).</p> <p>An additional emergency exit ramp will be constructed for disabled access.</p> <p><u>NOAA Headquarters, Silver Spring, MD</u></p> <p>Install Telecommunication Devices for the Deaf (TDDs) on all public pay phones in Silver Spring Metro Complex.</p> <p><u>Atlantic Marine Center, Norfolk, VA</u></p> <p>Install elevator to improve accessibility to second floor.</p>	<p>9/02</p> <p>2/02</p> <p>9/02</p> <p>9/02</p>

OBJECTIVE	TARGET DATE
<p><u>NMFS, Southeast Region</u></p> <p>Install entrance ramps in buildings 216, 301, and 307 at the Galveston, Texas, Laboratory and install an elevator in building 216.</p> <p><u>CENSUS:</u></p> <p><u>HQ</u></p> <p>Provide disability accessibility to the east Butler Hut, SFC-2.</p> <p>Provide disability accessibility at the rear entrance of wing 1, FB-4.</p> <p>Assure the new Day Care Center meets all the Americans with Disabilities Act (ADA) requirements.</p> <p>Provide text pagers activated by fire alarm system to the hearing-impaired employees.</p> <p>Provide service between the fire alarm system and the text pagers (utilized by hearing-impaired employees) so that</p>	<p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p>

OBJECTIVE	TARGET DATE
<p>hearing-impaired employees will be notified during an emergency.</p> <p>Provide two-way communication capability to disabled employees who cannot negotiate stairs for building evacuation, etc.</p> <p>Establish TDD Security Hotline.</p> <p>Ensure that the Federal Protective Services emergency TDD line is functional for hearing-impaired employees use.</p> <p><u>Denver Regional Office:</u></p> <p>Install a lift to the distance training center.</p> <p>Replace the Simplex locks with scramble pads on security doors.</p> <p><u>NPC: (Jeffersonville, IN):</u></p> <p>Install automatic door openers in Bldg. 63-C Bay.</p> <p>Install ramps to the entrance of three</p>	<p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p>

OBJECTIVE	TARGET DATE
<p>gazebos to make them accessible to disabled individuals.</p> <p><u>NIST:</u></p> <p><u>Gaithersburg Facility:</u></p> <p>Automate restroom doors (2 men and 2 women) in Building 227, first floor.</p> <p>Design and renovate restrooms in 233 Building.</p> <p>Install directional accessibility signage in Building 101 and General Purpose Laboratory Buildings.</p> <p>Replace elevator (make ADA compliant) in Building 221, west side.</p> <p>Replace three ADA shower stalls in the basement of Building 304.</p> <p><u>Boulder Facility</u></p> <p>The walks, dock, and parking areas throughout the site will be leveled, curbs will be made, the grade lowered, and lighting improved to allow access,</p>	<p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p> <p>9/02</p>

OBJECTIVE	TARGET DATE
<p>meeting American National Standards Institute (A.N.S.I.) standards.</p> <p>Automatic doors providing access to the building s lobby and security area will be installed in Building 1.</p> <p>Replace noncompliance door access hardware with A.N.S.I. compliant lever openers throughout site.</p>	<p>9/02</p> <p>9/02</p> <p>9/02</p>

OBJECTIVE	TARGET DATE

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES**

**A. LIST BARRIERS THAT WERE IDENTIFIED IN PREVIOUS SUBMISSIONS BUT FOR WHICH ALTERNATIVES
HAVE NOT YET BEEN INSTITUTED:**

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE	PREVIOUS TARGET DATE
<u>NOAA</u> Many employees with disabilities do not have mentors to assist them in meeting	Establish a Mentoring Program	Line/staff offices will work with the newly established EEO Council in implementing planned alternatives.	9/02	9/97

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE	PREVIOUS TARGET DATE
<p>their career development goals.</p> <p>Employees with disabilities are more likely to be concentrated in lower grades and do not receive promotions to grades GS 13-15.</p> <p><u>CENSUS:</u></p> <p>With the increase in computer technology, sign language interpreters may be unfamiliar or not conversant with the subject matter or content</p>	<p>Institute a method whereby employees with disabilities have enhanced opportunities for promotion.</p> <p>Contract with interpreters who are conversant with technological terms.</p>	<p>Line/staff offices will work with the newly established EEO Council in implementing planned alternatives 9/02</p> <p>Review contract to ensure that a requirement for interpreters to be conversant in technological language is added.</p>	<p>9/02</p> <p>9/02</p>	<p>9/97</p> <p>9/01</p>

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE	PREVIOUS TARGET DATE
of information technology (IT) training. New York Regional Office: Needs training for employees responsible for maintaining communications via TDD lines. There is a problem with the TDD line.	Training is needed to maintain TDD line.	Provide training for employees maintaining TDD line. Repair problem with TDD line.	9/02	9/01

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED.

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
<u>NOAA:</u> Lack of awareness and	Increase awareness	Disabilities Sub-	9/02

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
sensitivity to issues relating to people with disabilities.	of disability issues through education.	Committee will work with line offices to develop sensitivity and awareness programs.	
CENSUS:			
Improve recruiting process to increase accessibility to people with disabilities.	Make the recruiting process more accessible to disabled individuals	The EEO office will work with Human Resources to achieve accessibility.	9/02
Improve communication for hearing impaired employees.	Install modems for hearing impaired employees.	Same as alternative.	9/02
	Install TDD line and machine at the Silver Hill Executive Plaza that is used for training.	Same as alternative.	9/02

BARRIER	ALTERNATIVE	PLANNED ACTION	TARGET DATE
CENSUS contact: Agency wide broadcast messages do not list contact information for auxiliary aids requests.	Broadcast messages for agency events must contain contact information for auxiliary aids requests.	Develop with the Correspondence Management Staff a policy for all messages for Agency wide events to include contact information for auxiliary aids requests.	9/02
Bureau videos are not captioned.	Need to caption Bureau's videos.	Request the Computer/Electronic Accommodations Program (CAP) to provide captioning for in-house videos.	9/02
Bureau's TVs are not closed captioned capable.	Replace TVs.	Order TVs to replace non-captioning ones.	9/02
Kansas City Regional Office: Needs to increase representation of disabled individuals in the work force.	Improve recruiting resources for disabled individuals.	Engage a contract recruiter; plan to receive recruiting assistance from the partnership and the data services staff.	9/02

ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH RESTRICT
HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES

C. LIST ADDITIONAL OBJECTIVES FOR BARRIER REMOVAL DURING THE PERIOD COVERED BY THIS PLAN.

OBJECTIVE	TARGET DATE
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N/A

PART 2: REPORT OF ACCOMPLISHMENTS
OCTOBER 1, 2000, THROUGH SEPTEMBER 30, 2001
AFFIRMATIVE ACTION PROGRAM FOR PEOPLE WITH DISABILITIES

STAFFING COMMITMENTS

Provide data indicating staffing commitments as of September 30, 2001. Include selective placement coordinators, disability program managers, and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel who process complaints of discrimination on the basis of disability.

A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:

1. AGENCY WIDE RESPONSIBILITY (DEPARTMENT WIDE, IF APPLICABLE)

NUMBER OF PERSONS 4

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) 1.2

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS (IF NONE, INDICATE NOT APPLICABLE)

NUMBER OF PERSONS 7

TOTAL STAFF YEARS (FULL-TIME EQUIVALENTS ALLOCATED TO THE PROGRAM) 2.0

B. ALL OTHER PERSONNEL (NOT ACCOUNTED FOR ABOVE) AT HEADQUARTERS, IN COMPONENT AGENCIES OR IN FIELD INSTALLATIONS RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:

PERCENTAGE OF TIME
ALLOCATED TO THE PROGRAM

INDICATE NUMBER
IN EACH GROUP

1 - 5 percent	38
6 - 10 percent	3
11 - 25 percent	1
26 - 75 percent	0
76 - 100 percent	3
TOTAL	45

C. NUMBER OF PERSONNEL OFFICES WITH APPOINTING AUTHORITY 12

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

NIST - Gaithersburg Facility

1. Renovated the restrooms in Building 206 in order to make them accessible to people with disabilities.
2. Provided curb cuts, ramps, railings, and added parking to accommodate people with disabilities. This was done throughout the site.
3. Installed automatic rear exterior exit door at southeast corner of Building 101.
4. Installed firemen telephones in Buildings 101 and 235 at height that is accessible to people in wheelchairs.
5. Completed the design of directional accessibility signage in Building 101 and the General Purpose Laboratories.
6. Installed new emergency lighting in Building 820.
7. Modified the unisex restroom in Buildings 303 and 206 to comply with the ADA requirements.
8. Installed an evacuation chair on each floor of Buildings 101 and 820.

Boulder Facility

1. The intersection between the Radio and Skaggs Buildings was improved to meet current A.N.S.I. standards. Curbs were removed and the grade lowered and lighting improved to allow access.
2. A design for a unisex A.N.S.I. compliant restroom in Building 1 Wing 6, was completed.
3. Entrance to Building 1 West was modified to allow even grade access next to A.N.S.I. designated parking locations.
4. Have begun to replace door knobs with lever openers throughout site. This project is a multi-year effort that systematically replaces noncompliance door access hardware with A.N.S.I. compliant lever openers.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

() NOT APPLICABLE () YES (X) NO; DESCRIBE

NIST owns its facilities.

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

N/A

D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.

N/A

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

NOAA HEADQUARTERS, SILVER SPRING, MARYLAND:

1. Developed a list of office contacts for the use of televisions with closed-caption capability.
2. Established a working group to ensure NOAA's compliance with section 508 of the Rehabilitation Act. Each line office is represented and a charter has been established.
3. Developed a NOAA Section 508 Web site for use in obtaining information on the laws, policy, training, special events, procurement and resources available under section 508.
4. Installed a large video screen in the conference room to improve the ability to view graphical presentations

National Weather Service (NWS):

Eastern Region Headquarters:

1. Installed automatic door openers to an office and conference room entrance.
2. Installed special latch in restroom booth to provide easier access.
3. Installed full length mirror in restroom.

Central Region Headquarters:

Secured designated disability parking spaces to provide easy access to the building.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

☒ NOT APPLICABLE ☐ YES ☐ NO; DESCRIBE

C. DESCRIBE ANY DIFFICULTIES THAT HAVE BEEN ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

The public pay phones in the Silver Spring Complex are still not connected to TDDs for the deaf.

**D. DESCRIBE ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES
DESCRIBED IN ITEM "C" ABOVE.**

The Disability Program Manager is re-evaluating this objective to provide a report of findings/recommendations to the EEO Council's Disabilities Subcommittee for action.

REPORT OF FACILITY ACCESSIBILITY

A. DESCRIBE YOUR AGENCY'S BARRIER REMOVAL ACTIVITIES DURING THE REPORTING YEAR.

Census:

HQ:

1. Provided disability accessibility from the new Metro station to the Suitland Federal Center.
2. The GSA has completed renovations of the last three men's restrooms and three women's restrooms in FB-3.
3. Negotiations continue with the General Services Administration (GSA) to replace the ramp to make it disability accessible in the east Butler Hut,
4. SFC-2.

NPC:

1. Installed automatic door openers in Bldgs. 63 B dock and 64 B dock interior doors.
2. Installed two automatic door openers to the doors to Bldg. 63 B dock outside doors.
3. Installed 2 automatic doors leading to C wing of Bldg. 66.
4. Modified and remodeled restrooms in Bldgs. 48, 61, and 91 to provide disability accessibility.
5. Added a screen to allow the door to remain open for restroom disability accessibility in Bldg. 63.

Completed Unscheduled Barrier Removal for FY 2001

HQ:

1. Installed grab bars in the 1100 wing, FB-4 men's restroom and in the front hallway of FB-4.
2. Installed a strobe light in Room 3213, FB-3 for emergency notification for hearing-impaired employees.
3. Connected the fire alarm system to set off the text pagers (utilized by hearing-impaired employees) during an emergency in FB-2, FB-3, FB-4, Washington Plaza, and Silver Hill Executive Plaza (as appropriate).

NPC:

The NPC added bars to the existing bathroom stalls to aid disabled employees.

Denver Regional Office:

1. Replaced all door knobs with the lever action door handles.
2. Installed an automatic snow melt system in the front entrance to the building.

B. IS GSA PROVIDING ASSISTANCE WITH BARRIER REMOVAL?

() NOT APPLICABLE (X) YES () NO; DESCRIBE.

C. DIFFICULTIES WE HAVE ENCOUNTERED IN ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN AGENCY FACILITIES.

Lengthy negotiations with GSA and lack of funds.

D. ACTIONS BEING TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM C ABOVE.

Continue negotiations with GSA.

**ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR PROCEDURES WHICH
RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH HANDICAPS**

B. LIST BARRIERS NOT PREVIOUSLY IDENTIFIED FOR WHICH ALTERNATIVES SHOULD BE INSTITUTED.

BARRIERS	ALTERNATIVE	PLANNED ACTION	TARGET DATE
<u>CENSUS</u> Recruitment in the Charlotte (North Carolina) Regional Office has had limited success in identifying successful applicants with disabilities.	Expand area of recruitment.	Will work in cooperation with the local school district's School Programs for Exceptional Children's Work-Based Learning Program to identify student candidates. The continuation of this activity has not been confirmed for FY 02.	9/02

AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS

Recruitment and Outreach Activities

Office of the Secretary

1. Continued participation in the WRP. DOC's representative on the WRP's steering committee serves as a liaison between the Department and the WRP, sharing concerns and initiatives to ensure the greatest success possible.
2. Office of Human Resources Management (OHRM) is working with several advocacy and service groups for persons with disabilities, to make information in its automated vacancy announcement and application system more available to the country's disabled population. This system is called Commerce Opportunities On Line, or COOL. OHRM is looking to identify two or three organizations that would be willing to partner with the Department in a pilot effort to deliver job information to their respective constituencies. The test period is expected to last about six months. If successful, the effort will be expanded to include other organizations.

NOAA:

EMPLOYMENT, CONVERSIONS, AND PROMOTIONS

1. Hired a total of twenty-six employees with disabilities and four employees with targeted disabilities.
2. Promoted a total of forty-four employees with disabilities and seven employees with targeted disabilities during FY 2001 as follows:

NWS:

1. Weather Forecast Office (WFO) in Bismarck, North Dakota, hired a physically handicapped employee through the Work Activity Program with North Dakota's Job Service Administration. The WFO established an agreement with North Dakota's Job Service Administration to provide a workplace for disabled and elderly persons.
2. Western Region received a Annual Employer Award from the Monterey County Committee for the Employment of People with Disabilities.

RECRUITMENT AND OUTREACH ACTIVITIES

NWS:

3. Eastern Region again participated in the High School/High Tech Program. This year, NWS and two members of Virginia Tech Faculty developed a proposal for a \$20,000 grant to direct a mentoring program that would allow students at Virginia Tech to serve as mentors to the High School/High Tech students. The primary goal would be to help the students prepare for the transition to college.
4. Distributed NOAA Weather Radios equipped with special devices for people with hearing disabilities to twenty-two families in Aberdeen, South Dakota. These devices can alert families when a watch or warning is issued by the NWS. This initiative is a part of PROJECT IMPACT, Federal Emergency Management Service (FEMA) Project.
5. The Upton, New York, Weather Forecast Office provided volunteer work for a blind student.
6. Maintained resumes from the WRP so that managers and supervisors may have easy access to job candidates. Recent hires under this program included several students from the Rochester Institute of Technology in New York.
7. Participated in activities with organizations, such as the Norman Literacy Project, Oklahoma Chapter of the Arthritis Foundation, Central Oklahoma Special Olympics, Self-Help for the Hard of Hearing, Juvenile Diabetes Foundation, Kirkpatrick Center, and the Susan G. Komen Breast Cancer Foundation.
8. Purchased advertisements in the Boulder County Downs Syndrome quarterly newsletter.
9. Distributed the Denver Noticiero, a listing of job vacancies to organizations every two weeks.

REASONABLE ACCOMMODATIONS

Office of the Secretary:

1. Partnered with the Department of Defense's CAP. During last quarter of FY 2001, \$137,626.36 worth of assistive technology was ordered to benefit disabled employees, at no cost to the Department. In addition, TTY Network was ordered to improve communication for hearing impaired.

2. Drafted revised procedures for reasonable accommodations in accordance with E.O. 13164.
3. Increased the number of TTYs available for deaf/hearing/impaired contract employees within the HCHB.
4. Improved the emergency evacuation plan so that people with disabilities are evacuated immediately. Formerly, people with disabilities were required to gather in assist rooms and to wait for emergency personnel.

NOAA:

National Environmental Satellite, Data, and Information Service (NESDIS):

1. Purchased a Tektronix Phasor 850N printer (which has raised output), an Epson 1240U scanner and screen reader software (HAL).
2. Provided AOL Instant Message service, enabling deaf employee to converse in near real-time with internal and external customers.
3. NWS secured a Type n Speak for taking notes, a scanner, a programmable keyboard with a ergonomic mouse and voice recognition software (Dragon).
4. National Ocean Service (NOS) provided a conferencing telephone with excellent acoustical quality for teleconferencing.
5. Provided two employees with large-screen computer monitors.

NIST:

In order to assure that people with mobility disabilities can escape in case of emergencies, evacuation chairs have been placed on each floor of the Administration Building and Building 820. Also, each floor has an evacuation coordinator to aid individuals with disabilities in evacuating the building.

CENSUS:

1. Continued to establish relationships with organizations that specialize in the training and job placement of disabled individuals to discuss job opportunities and potential needs for accommodation.
2. Participated in the WRP. As a result, over 50 local WRP

candidates have been contacted about exploring full-time Schedule A (with the possibility of conversion to permanent) opportunities with the Bureau. Updated resumes of these candidates are circulated among the Bureau managers. Bureau participation, also, included involvement in the WRP on-campus recruitment efforts at colleges and universities nationwide.

3. Participated on the OPM's Task Force on the Implementation of Executive Order 13163 on Hiring 100,000 People with Disabilities.
4. Developed recruiting videos with vignettes from Bureau's employees with disabilities who shared their successful work experiences. The video, which portrays a diverse work force, can be used at all recruiting events. Therefore, the hope is that more disabled individuals will consider employment with the Bureau by hearing what disabled employees have said about their personal experiences with the agency.
5. The Health Unit now has a TDD machine and TDD phone line, which were acquired through the CAP at no cost to the Bureau.
6. Employed a full-time sign language interpreter.
7. Procured fifteen captioned TVs to replace those that were not accessible (not captioned) to the hearing-impaired employees.
8. In-house sign language classes were provided in FB 3 and Washington Plaza to make the work environment more accessible for hearing-impaired employees.

NPC:

1. Hired six visually-impaired individuals who required accommodation. Accommodations included assistive technology, special training efforts, and on-site job coaches from Vocational Rehabilitation agencies. These visually-impaired employees hold telephone interviewing positions at the NPC and Hagerstown Telephone Center (HTC).
2. Converted four employees hired on excepted appointments for disabilities to permanent appointments. Also, the NPC reassigned six employees on excepted appointments to different branches where they could be more successful in their positions. The NPC continues to refine and update accommodations for all disabled employees.
3. Continued working to ensure a safe worksite and appropriate safety procedures for all employees, especially those with disabilities. The Safety Office maintains a database of

building numbers, supervisors names, telephone numbers, and pager numbers of all hearing-impaired employees. Additionally, the Safety Office keeps a list of safe zones in the facility and the names of disabled employees approved to wait at the site for help in evacuating the buildings. This ensures all disabled employees receive assistance when needed.

4. Distributed pagers to all hearing-impaired employees to alert them to the TDD telephone calls, fire drills, or other situations requiring their immediate attention. The NPC Security Office initiates a code to notify all pagers of conditions requiring disabled employees to follow emergency procedures. These safety codes and pagers are tested several times each year. All the NPC hearing-impaired employees have a TDD telephone at their work stations as another safety measure.
5. Continued an active relationship with the local Indiana and Kentucky Vocational Rehabilitation Agencies. These public/private social agencies refer their clients to NPC for employment consideration. One example of the NPC's relationship with the Vocational Rehabilitation agencies is within the Jeffersonville Telephone Center's (JTC) area. Training provided by on-site job coaches through these agencies contributes to the success of disabled employees as telephone interviewers.
6. Worked with the local transit authority, TARC, to improve the transportation needs of disabled employees. As a result, bus schedules were added and changed to better meet the needs of disabled employees.
7. Developed and presented information for employees on the Family Leave Programs. The training sessions provided specific information to employees on the Family Medical Leave Act, the Federal Employees Family Friendly Leave Act, and the Expanded Use of Sick Leave Program. These training programs covered material about both short-term disabilities as well as long-term disabling conditions and the use of family leave programs. A chart was developed comparing and contrasting each of the programs. All employees received a copy of the information and were provided the materials through their branch.
8. The Assistive Technology Program has been showcased in many symposiums across the nation as a model program in the Federal Government in the placement and use for disabled individuals. The NPC has a special unit engaged in the Total Access System (TAS). This unit continued to research and upgrade assistive technology for employees with arm mobility disabilities. The assistive technology utilizes voice activated programs and headsets to perform work. Currently, five employees use this technology; a sixth disabled employee is to be added soon.

This technology provides an opportunity for the NPC employees with hand/arm limitations to perform a variety of occupations.

9. Purchased and installed Low Vision software. The screen magnification, along with a voice synthesizer, enabled visually-impaired employees to achieve success in a variety of positions at the NPC. This software allows these visually impaired employees the ability to access information and use job-related applications such as browsing the Web, reading or writing e-mail messages, and accessing information in data bases.
10. The TTC provided Job Access with Speech (JAWS) software for a visually impaired employee, so that the employee could be successful as a telephone interviewer. In addition, the TTC purchased ergonomic equipment when needed. Also, the TTC made schedule changes and job reassignments to accommodate disabled employees.
11. Established an Accommodation Panel to support disabled employees and their managers to determine the appropriate accommodation to meet the needs of each disabled employee. The function of this panel is to ensure that all requests are handled fairly, consistently, and expeditiously. The EEO Office, HRB, Information Technology Support Branch, and the Union Office are represented. Guidance is provided through the NPC upper-level management. This panel has been instrumental in acquiring various computer technologies to accommodate disabled employees. In addition, the NPC purchased equipment to aid individuals with mobility disabilities.
12. Continued its policy to provide advance notice of chemical usage to all employees who have allergies. Employees are notified before chemicals are sprayed, insect repellants are applied, and cleaning fluids are used within the facility.
13. The **Statistical Research Division (SRD)** headed the Standards Development Team modifying Census Information Technology (IT) Standard 17.0.1 (Design and development of Accessible Software), issued March 13, 2001, and Census IT Standard 18.0.1 (Design and Development of Accessible Web-based Applications), issued March 19, 2001. These standards were modified to ensure that the Bureau is compliant with the 508 E and IT Accessibility Standards, issued as federal regulations [36 CFR Part 1194], effective February 20, 2001. The SRD funded the development of a Graphical User Interface standard that, also, will support all Bureau (including multimedia) developers in complying with section 508 requirements. The proposed standard has been modified by a Standards Development Team headed by the SRD to ensure that the Bureau needs, including 508 compliance,

are met. Plan to issue this standard during FY 2002.

14. The Methodology and Standards Directorate agreed to support the development U.S. National Standards (as encouraged by the OMB Circular A-119) for IT Access Interfaces by concurring in the appointment of an SRD employee to a three-year term as Chairman of NCITS V2 (the IT Access Interfaces Technical Committee of the National Committee for IT Standards). NCITS V2 is developing standards that will support the development of Assistive Technology (AT) and E and IT that can be connected without complex tailoring or integration. This will enable suppliers to provide government purchasers with 508 compliant E and IT equipment in the future. Also, government agencies are aided in their compliance with section 508 that promote the accessibility to government data and information to all.
15. An **SRD** employee has been provided to the GSA Center for IT Accommodation (CITA) as a technical consultant on IT accessibility, standardization, and related issues. That employee provides advice to CITA on IT Accommodation research, AT/E and IT interoperability standardization, and the development of accessibility measurement methods. In this capacity, that employee advises on the management of the Accessibility Forum, a GSA and industry sponsored activity, intended to make it easier for suppliers to provide government purchasers with 508 compliant E and IT equipment as soon as possible.
16. An **SRD** employee chaired a workshop of the Usability Professionals Association, which developed preliminary methods for accessibility measurement. This work will eventually enable both E and IT vendors and government agencies to ensure that they are compliant with 508 regulatory and legal requirements.
17. At the Association for Computing Machinery Special Interest Group in Computer Human Interaction (ACM SIGCHI) 2001 meeting, an **SRD** employee proposed development of a Computer Human Interaction Knowledge Base. One purpose of this knowledge base is to support the development of universally accessible E and IT products, eventually enabling 508 requirements to be met without the provision of specialized AT.
18. The **New York Regional Office** continued its special emphasis on obtaining applications from qualified disabled candidates by working closely with community-based organizations and libraries. In addition, Regional Office staff attended a series of Federal Executive Board meetings on the hiring of the disabled. These meetings have made staff more cognizant of the contributions that disabled employees can make in the work

force. As a result of these meetings, the Regional Office has spearheaded a reassessment of their recruitment procedures in regard to the disabled.

19. The **Detroit Regional Office** continued to work closely with community-based organizations and national organizations to hire disabled individuals. In addition, the Detroit Regional Office continues to support the Disability Awareness committee of the Federal Executive Board through active membership and participation in their seminars and other functions. For one disabled employee, the Detroit Regional Office modified the work area by providing a desk whose surface is lower than the desks used by other employees in the Regional Office.
20. The **Chicago Regional Office** placed special emphasis on recruiting disabled individuals by continuing to foster a large number of partnerships and other types of cooperative relationships with state and local jurisdictions, community groups, and other organizations that were originally established during the Decennial Census. Such organizations have continued assisting the Regional Office in increasing its pool of disabled applicants for recruiting purposes.
21. The **Kansas City Regional Office** contacted the Center for Developmentally Disabled. The goal was to determine if this organization could become a recruiting source for either field or office positions. The organization may be able to assist in recruiting disabled applicants for clerical positions.
22. Trained many senior field representatives in the **Seattle Regional Office** on recruitment and testing procedures. This training included information on how to respond to inquiries from special needs applicants who request accommodation, guidelines for determining appropriate means of accommodation, and an overview of noncompetitive appointments and preference in hiring for disabled veterans. In addition, several measures were taken to accommodate office employees with chronic medical conditions and disabilities by tailoring job responsibilities to the needs of the employees (e.g., eliminating the need to lift heavy boxes), altering tours of duty (e.g., to accommodate the care of disabled children), and adjusting workloads to allow for therapeutic treatments.
23. The **Charlotte Regional Office** continued to support the progress of the Survey Statistician working under Project Able. The employee supervises one of the Current Population Survey teams in the region, which introduced a large sample expansion during the year. That employee continues to exceed performance expectations. Also, the Charlotte Regional Office provided financial assistance to help an employee improve language

skills.

24. The **Los Angeles Regional Office** managers encouraged employees to identify barriers to their physical comfort for which they often seek medical care. As a result, the Regional Office replaced old, poorly designed chairs with new ergonomically designed chairs. In addition, the Regional Office upgraded the computer mouse for each of the two staff members with various degrees of hand/wrist mobility or nerve damage.
25. To ensure a deaf employee's safety during building evacuations in the **Philadelphia Regional Office**, another employee is assigned to notify the disabled employee of all emergencies when the building alarm is sounded.

OTHER:

NOAA:

1. Held Disability Etiquette Seminar, which provided an interactive discussion with employees with disabilities.
2. Provided beginners Sign Language classes for Headquarters employees.

NWS:

Held seminar on Dyslexia conducted by Dr. B. Levinson, co-founder of the National Dyslexia Foundation.

PERMANENT WORK FORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM
FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

AS OF	TOTAL WORK FORCE	PEOPLE W/ DISABILITIES	%	NO DISABILITY 04 AND 05	%	OTHER (01) AND NOT AVAILABLE	%	PEOPLE W/ TARGETED DISABILITIES	%
9/30/00	29073	1720	5.92	26805	92.2	548	1.88	307	1.06
9/30/01	28758	1731	6.02	26485	92.1	541	1.88	296	1.03

TOTAL NUMBER OF ACCESSIONS FROM 10/01/00 TO 09/30/01 2357 TOTAL NUMBER OF LOSSES FROM 10/01/99 TO 09/30/00 2833

	DEAF 16,17	BLIND 23,25	MISSING EXTREMITIES 28, 32 - 38	PARTIAL PARALYSIS 64 - 68	COMPLETE PARALYSIS 71 - 78	CONVULSIVE DISORDERS 82	MENTALLY RETARDED 90	MENTAL ILLNESS 91	DISTORTION LIMBS/SPINE 92	TOTAL
ON BOARD 09/30/00	42	38	7	46	27	41	37	66	13	307
APPLICATIONS DURING FY 2001				NOT AVAILABLE						
ACCESSIONS DURING FY 2001	2	4	2	1	0	2	0	11	0	22
SEPARATIONS DURING FY 2001	7	0	0	0	1	5	0	7	1	33*
ON BOARD 09/30/01	38	39	9	40	23	42	37	60	11	296

*Some inaccurate data extant in either accessions and/or separations.

TEMPORARY WORK FORCE
SUMMARY OF ACCOMPLISHMENTS IN AFFIRMATIVE ACTION PROGRAM
FOR EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

AS OF	TOTAL WORK FORCE	PERSONS WITH DISABILITIES	%	NO DISABILITY 04 AND 05	%	OTHER 01 AND NOT AVAILABLE	%	PERSONS WITH TARGETED DISABILITIES	%
9/30/00	8670	964	11.12	7510	86.62	196	2.26	104	1.20
9/30/01	6013	687	11.43	5203	86.53	123	2.05	68	1.13

TOTAL NUMBER OF ACCESSIONS FROM 10/01/00 TO 09/30/01 3702 TOTAL NUMBER OF LOSSES FROM 10/01/98 TO 09/30/99 6790

	DEAF 16, 17	BLIND 23, 25	MISSING EXTREMITIES 28, 32 - 38	PARTIAL PARALYSIS 64 - 68	COMPLETE PARALYSIS 71 - 78	CONVULSIVE DISORDERS 82	MENTALLY RETARDED 90	MENTAL ILLNESS 91	DISTORTION LIMB/SPINE 92	TOTAL
ON BOARD 09/30/00	3	6	1	11	6	28	0	48	1	104
APPLICATIONS DURING FY 2001					NOT AVAILABLE					
ACCESSIONS DURING FY 2001	2	6	1	2	2	7	0	10	0	30
SEPARATIONS DURING FY 2001	2	6	0	9	2	16	0	29	1	75*
ON BOARD 09/30/01	2	7	2	6	6	18	0	29	1	68

2

*Some inaccurate data extant in either accessions and/or separations.

Department of Commerce Permanent White Collar Employees by GS and Similar, SES, and Other White Collar (Includes Pay Banding) by Disability

	GS-01	GS-02	GS-03	GS-04	GS-05	GS-06	GS-07	GS-08	GS-09	GS-10	GS-11	GS-12	GS-13	GS-14	GS-15	SES	Other WC	Total WC
Total Work Force	2	9	1203	3188	1257	885	1431	328	1120	170	2144	3965	3828	1927	1014	272	5360	28103
%	0.01%	0.03%	4.28%	11.34%	4.47%	3.15%	5.09%	1.17%	3.99%	0.60%	7.63%	14.11%	13.62%	6.86%	3.61%	0.97%	19.07%	100.00%
Not Identified	0	0	38	93	32	16	28	4	10	3	26	55	44	20	13	9	134	525
%	0.00%	0.00%	7.24%	17.71%	6.10%	3.05%	5.33%	0.76%	1.90%	0.57%	4.95%	10.48%	8.38%	3.81%	2.48%	1.71%	25.52%	100.00%
No Disability	2	8	997	2773	1107	787	1304	308	1041	159	2034	3709	3644	1831	965	253	4988	25910
%	0.01%	0.06%	10.02%	19.32%	7.08%	4.92%	5.94%	0.96%	4.14%	0.48%	5.04%	12.06%	8.40%	4.56%	2.16%	0.60%	14.28%	100.00%
Disabilities Reported	0	1	167	322	118	82	99	16	69	8	84	201	140	76	36	10	238	1667
%	0.00%	0.06%	10.02%	19.32%	7.08%	4.92%	5.94%	0.96%	4.14%	0.48%	5.04%	12.06%	8.40%	4.56%	2.16%	0.60%	14.28%	100.00%
Targeted Disabilities	0	1	19	53	23	18	23	4	11	0	13	37	19	8	5	1	36	271
%	0.00%	0.37%	7.01%	19.56%	8.49%	6.64%	8.49%	1.48%	4.06%	0.00%	4.80%	13.65%	7.01%	2.95%	1.85%	0.37%	13.28%	100.00%
Deafness	0	0	1	7	1	3	3	0	0	0	5	6	1	1	0	0	6	34
%	0.00%	0.00%	2.94%	20.59%	2.94%	8.82%	8.82%	0.00%	0.00%	0.00%	14.71%	17.65%	2.94%	2.94%	0.00%	0.00%	17.65%	100.00%
Blindness	0	0	2	6	0	1	4	0	3	0	0	8	5	1	1	0	5	36
%	0.00%	0.00%	5.56%	16.67%	0.00%	2.78%	11.11%	0.00%	8.33%	0.00%	0.00%	22.22%	13.89%	2.78%	2.78%	0.00%	13.89%	100.00%
Missing Extremities	0	0	1	1	0	0	0	1	0	0	0	1	0	1	0	0	2	7
%	0.00%	0.00%	14.29%	14.29%	0.00%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	14.29%	0.00%	14.29%	0.00%	0.00%	28.57%	100.00%
Partial Paryalysis	0	1	0	1	2	1	4	0	4	0	4	6	6	2	2	1	3	37
%	0.00%	2.70%	0.00%	2.70%	5.41%	2.70%	10.81%	0.00%	10.81%	0.00%	10.81%	16.22%	16.22%	5.41%	5.41%	2.70%	8.11%	100.00%
Complete Paryalysis	0	0	0	3	3	3	1	1	1	0	1	4	0	2	1	0	3	23
%	0.00%	0.00%	0.00%	13.04%	13.04%	13.04%	4.35%	4.35%	4.35%	0.00%	4.35%	17.39%	0.00%	8.70%	4.35%	0.00%	13.04%	100.00%
Convulsive Disorders	0	0	4	6	6	2	2	0	1	0	0	6	6	1	0	0	7	41
%	0.00%	0.00%	9.76%	14.63%	14.63%	4.88%	4.88%	0.00%	2.44%	0.00%	0.00%	14.63%	14.63%	2.44%	0.00%	0.00%	17.07%	100.00%
Mental Retardation	0	0	5	6	6	6	4	2	1	0	0	0	0	0	0	0	3	27
%	0.00%	0.00%	18.52%	22.22%	22.22%	22.22%	14.81%	7.41%	3.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%	100.00%
Mental Illness	0	0	6	20	5	3	4	1	2	0	1	5	1	0	1	0	6	55
%	0.00%	0.00%	10.91%	36.36%	9.09%	5.45%	7.27%	1.82%	3.64%	0.00%	1.82%	9.09%	1.82%	0.00%	1.82%	0.00%	10.91%	100.00%
Distortion of Limbs/Spine	0	0	0	3	0	1	3	0	0	0	2	1	0	0	0	0	1	11
%	0.00%	0.00%	0.00%	27.27%	0.00%	9.09%	27.27%	0.00%	0.00%	0.00%	18.18%	9.09%	0.00%	0.00%	0.00%	0.00%	9.09%	100.00%

Department of Commerce Permanent Blue Collar Employees by Disability

	WD/WG-01	WD/WG-02	WD/WG-03	WD/WG-04	WD/WG-05	WD/WG-06	WD/WG-07	WD/WG-08	WD/WG-09	WD/WG-10	WD/WG-11	WD/WG-12	WD/WG-13	WD/WG-14	WD/WG-15	Other Blue Collar	Total Blue Collar
Total Work Force	7	45	9	1	67	54	37	38	31	74	42	5	4	13	4	224	655
%	1.07%	6.67%	1.37%	0.15%	10.23%	8.24%	5.65%	5.80%	4.73%	11.30%	6.41%	0.76%	0.61%	1.98%	0.61%	34.20%	100.00%
Not Identified	0	1	0	0	0	2	3	1	0	1	1	0	1	0	0	6	16
%	0.00%	6.25%	0.00%	0.00%	0.00%	12.50%	16.75%	6.25%	0.00%	6.25%	6.25%	0.00%	6.25%	0.00%	0.00%	37.50%	100.00%
No Disability	2	35	5	1	51	48	30	34	28	70	37	5	3	11	4	211	575
%	0.35%	6.09%	0.87%	0.17%	8.67%	8.35%	5.22%	5.91%	4.87%	12.17%	6.43%	0.87%	0.52%	1.91%	0.70%	36.70%	100.00%
Disabilities Reported	5	9	4	0	16	4	4	3	3	3	4	0	0	2	0	7	64
%	7.81%	14.06%	6.25%	0.00%	25.00%	6.25%	6.25%	4.69%	4.69%	4.69%	6.25%	0.00%	0.00%	3.13%	0.00%	10.94%	100.00%
Targeted Disabilities	3	9	3	0	6	1	0	2	0	0	1	0	0	0	0	0	25
%	12.00%	36.00%	12.00%	0.00%	24.00%	4.00%	0.00%	8.00%	0.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Deafness	0	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	4
%	0.00%	50.00%	25.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Blindness	0	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	3
%	0.00%	33.30%	0.00%	0.00%	33.30%	33.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Missing Extremities	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Partial Paryalysis	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Complete Paryalysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Convulsive Disorders	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Mental Retardation	3	5	1	0	1	0	0	0	0	0	0	0	0	0	0	0	10
%	30.00%	50.00%	10.00%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Mental Illness	0	0	0	0	2	0	0	2	0	0	1	0	0	0	0	0	5
%	0.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	40.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Distortion of Limbs/Spine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Department of Commerce Permanent White Collar Employees by PATCOB and Supervisory and Leader Blue Collar

	Professional	Administrative	Technical	Clerical	Other White Collar	Blue Collar - Supervisor	Blue Collar - Leader	Other Blue Collar	Total Blue Collar
Total Work Force	10039	7230	4038	6612	184	46	30	579	28578
%	34.91%	25.14%	14.04%	22.99%	0.64%	0.16%	0.10%	2.01%	100.00%
Not Identified	171	97	68	184	5	4	2	10	541
%	31.61%	17.93%	12.57%	34.01%	0.92%	0.74%	0.37%	1.85%	100.00%
No Disability	9493	6765	3719	5765	168	41	27	507	24485
%	35.84%	25.54%	14.04%	21.77%	0.63%	0.15%	0.10%	1.91%	100.00%
Disabilities Reported	375	368	251	662	11	1	1	62	1731
%	21.66%	21.26%	14.50%	38.24%	0.64%	0.06%	0.06%	3.58%	100.00%
Targeted Disabilities	49	67	49	104	2	0	0	25	298
%	16.55%	22.64%	16.55%	35.14%	0.68%	0.00%	0.00%	8.45%	100.00%
Deafness	7	9	5	12	1	0	0	4	38
%	18.42%	23.68%	13.16%	31.58%	2.63%	0.00%	0.00%	10.53%	100.00%
Blindness	8	11	7	9	1	0	0	3	39
%	20.51%	28.21%	17.95%	23.08%	2.56%	0.00%	0.00%	7.69%	100.00%
Missing Extremities	2	1	2	2	0	0	0	1	8
%	25.00%	12.50%	25.00%	25.00%	0.00%	0.00%	0.00%	12.50%	100.00%
Partial Paryalysis	9	19	6	3	0	0	0	1	38
%	23.68%	50.00%	15.79%	7.89%	0.00%	0.00%	0.00%	2.63%	100.00%
Complete Paryalysis	3	9	5	6	0	0	0	0	23
%	13.04%	39.13%	21.74%	26.09%	0.00%	0.00%	0.00%	0.00%	100.00%
Convulsive Disorders	14	6	4	17	0	0	0	1	42
%	33.30%	14.29%	9.52%	40.48%	0.00%	0.00%	0.00%	2.38%	100.00%
Mental Retardation	0	0	8	19	0	0	0	10	37
%	0.00%	0.00%	21.62%	51.35%	0.00%	0.00%	0.00%	27.03%	100.00%
Mental Illness	6	9	8	32	0	0	0	5	60
%	10.00%	15.00%	13.33%	53.33%	0.00%	0.00%	0.00%	8.33%	100.00%
Distortion of Limbs/Spine	0	3	4	4	0	0	0	0	11
%	0.00%	27.27%	36.36%	36.36%	0.00%	0.00%	0.00%	0.00%	100.00%

PROMOTIONS AND CAREER DEVELOPMENT PROGRAMS
OCTOBER 1, 1999, TO SEPTEMBER 30, 2000

CATEGORY	ON BOARD as of 09/30/00	ON BOARD PROMOTIONS		CAREER DEVELOPMENT ³ (Grades 05-12)		DEVELOPMENTAL PROGRAMS (Grades 13-15)		SES DEVELOPMENT PROGRAM	
		Number	Percent	Number	Percent	Number	Percent	Number	Percent
TOTAL WORK FORCE	28758	3916	13.6	502	1.76	50	.17	2	.01
NOT IDENTIFIED	541	58	10.7	20	3.70	0	0	0	0
NO DISABILITY	26485	3661	13.8	462	1.74	47	.18	2	.01
DISABILITY REPORTED	1731	197	11.4	20	1.16	3	.17	0	0
TOTAL TARGETED DISABILITIES	296	21	7.09	7	2.36	0	0	0	0

³ Data from the National Finance Center (NFC) report SRPR1304, were used to complete figures in the promotions, career development, developmental programs and SES developmental programs sections.